

## **Investigative Analyst – Investigations Division, Office of the Comptroller (Government Representative 2)**

### **Description:**

The Investigations Division of the Office of the State Comptroller detects and uncovers misconduct, abuse and waste at all levels of New Jersey government by investigating the mismanagement of public funds and the performance of government officers, employees and programs. The Investigative Analyst will assist in conducting confidential and sensitive investigations of public entities, including but not limited to state authorities, agencies, municipal governments and school boards, for the purpose of detecting, reporting upon and remediating fraud, abuse and waste in New Jersey government.

### **Responsibilities:**

- Assist the Director in the research and analysis of issues relating to pending or potential investigations.
- Receive and analyze complaints and referrals to determine investigatory merit.
- Preview records, files, financial statements and other documents in connection with investigative reports.
- Identify and extract essential information from intelligence sources, and analyze and synthesize the information.
- Assist in the development and maintenance of analytical and investigative databases to support Division investigations.
- Assist Division attorneys and investigators in developing and implementing investigative plans.
- Develop a continuing and comprehensive expertise in applicable laws, regulations, standards, and best practices related to ongoing investigations.

### **Requirements:**

- Two (2) or more years of experience with criminal and/or civil investigations.
- Law Degree and admission to practice of law in the State of New Jersey preferred.
- Excellent writing and research skills.
- Experience eliciting testimony.

Interested candidates should submit a cover letter, resume, and references to:

Elissa Westbrook Smith  
Administrator  
Office of the State Comptroller  
P.O. Box 024 Trenton, NJ 08625  
Email: [comptrollerstaff@osc.state.nj.us](mailto:comptrollerstaff@osc.state.nj.us)

Residency Requirements -New Jersey First Act (the Act) - Be advised, the New Jersey First Act, P.L. 2011, c.70, effective September 1, 2011, requires all employees of State and local government to reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. Questions regarding the exemption process should be directed to the Employee Residency Review Committee at (609) 777-2960.